

CORRESPONDENCE HANDBOOK

1963

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8. COURIER RECEIPT AND LOG RECORD, FORM 240

All envelopes or packages containing material classified **CONFIDENTIAL** and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.

Form 240a (pink) is used for transmitting Top Secret material.